



Amy Bobak, Principal
Mirror Lakes Elementary School
AmyCB@leeschools.net

Panther Paw: is a service provided by the staff of Mirror Lakes Elementary. Our program provides quality childcare for students before and after school. This program is a self-supporting program which means that it has a separate operating budget from the school. Program staff salaries and materials are paid by the tuition payments for student attendance. Tuition payments are pre-paid only, required by School Board Policy, to ensure staff is scheduled based on weekly enrollment.

Registration Fee:

Students must be registered for Panther Paw Club prior to participation.

Registration fee: \$25 for the first child, or \$40.00 for 2 or more children.

The registration fee is non-refundable.

Students who attend morning only will be charged a Flat Rate of \$20 a Week. Students who attend afterschool only will be charged a Flat Rate of \$50.00 a week and Students who are attending morning and afternoon will be charged a Flat Rate of \$70.00 a week. Payment is due upon registration.

Contact information for your child will be required. Please keep us informed of any changes to your information, especially phone numbers.

Panther Paw Club Hours:

Before school Monday – Friday 6:30am-7:25 am

After school Monday - Friday 2:45 pm-6:00 pm

Panther Paw Club is open on all student school days following the 2023-2024 Lee County School's Student Calendar, with the exception of early dismissal days.

Sign In/ Sign Out Required:

Morning care students are required to be signed in by an adult upon arrival. You will sign the attendance roster. This ensures students safety, as well as your signature provides a record of your child's attendance. Aftercare students are required to be signed out by the custodial parent or approved adult. **Please Make sure you provide ID** as we going to ask for it. Our main concern is your child's safety.

Tuition Payment Policy:

School Board Policy requires Panther Paw Club to be a **PRE-PAID PROGRAM.** Tuition is due each **Friday** for the upcoming week of childcare. Student may only attend the days that are pre-paid. Non- attendance on days that have been pre-paid will not be reimbursed or balance carried forward, unless your child was absent from school.

ADMINISTRATORS

AMY BOBAK, PRINCIPAL | DAVID DELUDE, ASSISTANT PRINCIPAL | TERI-ANN PETREKIN, ASSISTANT PRINCIPAL
KRISTIN RICE, DEAN OF STUDENTS



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If your child needs to attend an additional morning care day that was not planned, you must pay at the time of check in. For aftercare, students are not permitted to attend unless their account is pre-paid for that day. If an emergency arises, please call Jacqueline Pineda, our Director, to make special arrangements for payment. Anytime you change your child's weekly plan, it must be done in advance, in writing, or tuition charges may result.

Payment must be made by the Friday prior to the upcoming week by cash, check and credit card. We do not keep cash on hand, so please be sure to have the exact payment.

Checks are made out to Mirror Lake Elementary, with your child's name on the memo line. Returned checks for insufficient fund will result in a service fee of \$30. Your child's attendance in the program will be suspended until this service fee, and owed tuition is paid in full by cash. All future payments will be required in cash.

Non-payment of pre-paid tuition, or owed late fees, by Thursday for the upcoming week is considered a late account. The first late account will result in your child not being permitted to attend the program until tuition (and late fee) is paid in full, and any pre-payment due for the upcoming week. The second late account instance will result in your child not being permitted to attend the program until tuition and fee balance is paid in full, and pre-payment tuition due for the upcoming week, as well as a warning for possible dismissal from the program. The third late account instance will result in your child not being permitted to attend the program until tuition and fee balance is paid in full, and pre-payment tuition due for the upcoming week. The next late payment will result in dismissal from the program.

Late Pick-Up Policy and Fees:

The Panther Paw Club program closes at 6:00 PM. Staff is not scheduled past this time and the building closes shortly after. If a parent does not arrive at the designated pick up time, we will make every attempt to contact someone on the registration form. A late fee will be charged of \$1.00 per minute after 6:05 PM. This fee is due at the time of pick up. Three late pick-ups will result in your child being dismissed from the program. If we cannot contact anyone following a reasonable period of time, the after-school staff will contact an administrator, and/or Lee County Sheriff to assist.

Discipline Policy:

Students are expected to follow the same expectations as the regular school day. The school discipline policy and code of conduct apply to Panther Paw Club. The Panther Paw Club staff will follow the expectations and consequences below:

1. Treat other children, adults, and school property with respect
2. Obey playground rules for safety and courtesy of others
3. Follow directions of all adults
4. Always try to do your best
5. Be truthful and trustworthy
6. Walk quietly through the building

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Mirror Lakes
Elementary School

POWERED BY
The School District
of Lee County

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Students who choose not to follow the rules will have the following consequences:

1. Verbal warning
2. Time out from activity (length of time appropriate of age)
3. Time out with director (parents notified at pick up)
4. Disciplinary note home (to be signed by parent)
5. Temporary assignment to another group
6. Parent/Director conference
7. Suspension or Dismissal from program

*A serious offence (profanity, fighting, destruction of property, injury to others) is grounds for immediate dismissal from the program.

Medication:

Students who need to take medication must have a parent permission form and a physician's permission form on file in the school clinic. Panther Paw Club director must be notified in writing. Parents must provide medication for after school hours in the original container.

Snack:

A daily snack will be provided after school. Your child may bring a snack from home if they wish. If your child has any food allergies or is on a special diet, please notify the director of Panther Paw Club in writing.

Homework:

Panther Paw Club will offer homework time/help for all students. Panther Paw Club staff will supervise during homework time; however, staff are **NOT** responsible for the completion of your child's homework. Please take the time to review with your child their daily planner, homework and upcoming quizzes or tests.

If you have any questions or concerns please feel free to contact the Panther Paw Club Director Jacqueline Pineda and/or Administration at any time by calling (239) 693-2200.

I have read and accept the policies provided in the 2023-2024 Panther Paw Club Parent Handbook.

Child (s) Name: 1) _____
2) _____
3) _____

Parent Name _____

Parent Signature _____ Date _____

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